



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 5/10/2024

Teacher, Special Education (Homebound)

Pay Scale: A

Level: N/A

FLSA Status: Exempt

Job Family: Instruction

Primary Location: Varied

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The teacher plans and implements an instructional program and provides educational services for students receiving temporary homebound services due to medical or psychiatric need. The teacher supports those students whose IEP teams have designated a home-based instructional placement as related to school discipline, or due to a variety of special circumstances. The teacher provides in-person instruction at the students' residences or an assigned location in the community. The teacher carries out a variety of student monitoring and controls activities. Classes taught may be diverse and include multi-grade levels, adapted curriculum, behavioral support, and assistive technology. Incumbents perform duties independently with collaboration with school teams, departments, and central offices. The teacher utilizes instructional materials provided by the teacher of record, who is also responsible for grading and reporting.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Plans and implements appropriate instruction and/or learning strategies and activities, including determination of appropriate kind and level of materials, provides appropriate learning experiences, manages allotted learning time to maximize student achievement, and utilizes a variety of instructional materials and available multi-media and computer technology to enhance learning
- Coordinates instructional activities with other professional staff, both school and non-school-based, as required, to maximize learning opportunities
- Assesses student achievement and maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes
- Communicates with parents through conferences and other means
- Manages the behavior of learners in an instructional setting to ensure that the environment is conducive to the learning process and assists and participates in management of student behavior
- Participates in in-service and professional development activities and staff meetings, as required or assigned
- Collaborates with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities as needed

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from accredited University or College in special education

Experience

Three (3) years of experience as a classroom teacher

Licenses and Certifications

VA teaching license with an endorsement in Special Education (or eligibility)

Valid driver's license

Knowledge, Skills and Abilities

- Ability to collaborate and communicate in support of students with a variety of disabilities
- Ability to provide support to students who require augmented communication devices or other assistive technology
- able to support students with behavioral or conduct challenges
- Ability to support the implementation of IEP goals, including related services goals

Physical Requirements and Environmental Hazards

The following provides an overview of typical physical requirements and environmental hazards for this job:

	Rare	Occasional	Frequent	Constant
Lift or move 26-50 pounds	x			
Balance	x			
Stoop	x			
Kneel	x			
Crouch/ Squat	x			
Reach	x			
Stand		x		
Sit				x
Walk	x			
Push			x	
Pull			x	
Bend/turn/twist head or neck			x	
Bend/turn/ twist waist			x	
Manipulate (pick, pinch, etc. with fingers)			x	
Grasp			x	
Feel			x	
Talk				x
Hear			x	
See				x
Remain stationary				x
Travel by transport				x
Repeat hand/arm, wrist/finger motion			x	
Repeat leg/ foot/toe/ ankle motion			x	

Operate motor vehicle				x
Wear protective equipment	x			

	Rare
Confined/ small space	x
Inclement weather	x
Intense noise	x
Vibration	x
Chemicals, bodily fluids, infectious diseases	x
Inadequate lighting	x
Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc.	x

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.